

PERSONNEL AND TRAINING BUREAU

NOTICE
1.12

March 25, 2011

TO: All Commanding Officers

FROM: Commanding Officer, Personnel and Training Bureau

SUBJECT: DEPARTMENT POLICY REGARDING DESIGN, DEVELOPMENT AND APPROVAL OF TRAINING

This Notice serves to reinforce Department policy and procedure for the design, development and approval of all Department training. The Department Manual, Volume Two, Organizations and Functions of the LAPD, states that Personnel and Training Bureau is responsible for:


- Developing training policy for the Department.
- Cross staffing with Police Training and Education (PTE) for the development, review and evaluation of all training programs.
- Ensuring training is consistent with Department policy and procedure and that training is properly implemented.
- Overseeing all Department training program implementation.


In addition to responsibilities as stated above, effective immediately, all proposed or revised training must be reviewed and approved by the Training Assessment Committee (TAC) prior to delivery of training to Department personnel. All proposed or revised training may be submitted to the Director, PTE, for presentation to the TAC.

Assistance with the development of a training course shall be obtained from the Instructional Design Unit (IDU), PTE. The IDU will provide assistance in filling out the required intake forms from initial contact through each phase of development and implementation. The IDU will also provide assistance with meeting Peace Officer Standards and Training requirements for certification, if certification is sought. Please contact the IDU, PTE, at (213) 485-3154 for assistance.

Should you or a member of your staff have any questions concerning this matter, please contact Senior Management Analyst Alex Nuño, Police Training and Education, at (213) 847-3000.

APPROVED:


TERRY S. HARA, Deputy Chief
Commanding Officer
Personnel and Training Bureau


STEPHEN R. JACOBS, Commander
Chief of Staff
Office of the Chief of Police

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